

***Mount Aviat Academy***

*399 Childs Road  
Childs, MD 21916  
(410) 398-2206*

**Job Posting: Kindergarten and Pre-K Teaching Assistant**

Mount Aviat Academy is seeking a warm, energetic, and dedicated Teaching Assistant to support our early childhood classrooms. The ideal candidate will collaborate with the lead teacher to foster a safe, faith-filled, and engaging learning environment where children grow in early literacy, numeracy, and social-emotional skills. This position is ideal for those who are passionate about helping young learners flourish.

**Key Responsibilities:**

- Support the classroom teacher in creating a safe and nurturing environment
- Demonstrate a calm, caring, and patient manner with all children
- Follow all school and Maryland State Department of Education (MSDE) policies and procedures
- Maintain confidentiality and a professional attitude in all interactions
- Observe and report signs of illness, injury, or developmental concerns
- Prepare and organize classroom materials, as needed
- Assist with student supervision during learning activities, transitions, lunch, active play
- Step in to lead classroom activities as requested by the teacher
- Maintain daily attendance records and become familiar with the curriculum
- Support classroom management and model respectful behavior
- Attend trainings, staff meetings, and maintain certifications (CPR, First Aid, etc.)
- Uphold the values and mission of Mount Aviat Academy through professional conduct and communication

**Preferred Qualifications:**

- Experience working with young children in an educational setting
- A nurturing and collaborative mindset
- Strong organizational and communication skills
- Ability to adapt to the needs of individual students
- Willingness to grow as an educator and team member
- Commitment to the values of Catholic education

**To Apply:** Interested applicants should submit a cover letter and résumé to:

Sr. John Elizabeth Callaghan, OSFS

**[principal@mountaviat.org](mailto:principal@mountaviat.org)**